



Position Available

Braille and Talking Book Library Manager

Supervising Librarian II

Monthly Salary: \$5092-\$6189

The California State Library (CSL) is located in Sacramento, the centrally located state capital of California. Both locals and visitors take pleasure in the vicinity's parks and rivers with their miles of biking and hiking trails, sunny beaches, and waterways. Sacramento is located within two hours of San Francisco, Lake Tahoe, the California coast, and the wine country. The area boasts 15 major art and historical museums, 19 public and private colleges and universities, 16 public school districts, and 26 public libraries. Sacramento's 6 million trees provide not only shade in the summer, but dazzling beauty year round. Regional Transit light rail and bus lines, and great restaurants are all within walking distance of our Sacramento offices.

The Library is seeking a creative and motivated leader to administer the Braille and Talking Book Library (BTBL) which directly serves Northern Californians who cannot read standard print due to visual or physical limitations. The manager of the BTBL reports to the State Library Services Bureau Chief. The BTBL works cooperatively with the Braille Institute Library in Los Angeles, which is funded in part by the California State Library to serve Southern California clients.

The Library is affiliated with the National Library Service for the Blind and Physically Handicapped of the Library of Congress (NLS), which provides recorded and Braille books and magazines for loan to eligible clients.

DUTIES:

- Planning and goal setting for the BTBL as a part of the State Library Services Bureau and the State Library as a whole in keeping with the requirements of the NLS.
- Directing supervision of reader advisors, machine repair, circulation, and volunteer activities for the BTBL.
- Selecting, training, and evaluating BTBL staff.
- Maintaining knowledge of technologies related to this service and its clients, developing a transition plan for upcoming technologies.
- Consulting with depository and sub-regional libraries located in Fresno and San Francisco.
- Managing the CSL contract with the Braille Institute in Los Angeles for the delivery of regional library services to Southern California clients.
- Overseeing the Access News program contract for same-day delivery of audio newspaper services via telephone to California clients. Serving on the statewide steering committee that sets policy for the state's use of the national Newslane program and the Telephone Reader programs located in Sacramento and Los Angeles. Maintaining the statewide database of Newslane users.
- Managing statewide outreach efforts to the half-million Californians eligible for library services.
- Working closely with community and special interest organizations who represent those who are blind and physically handicapped, as well as with library organizations who serve these client groups, including speaking at meetings to describe the services of the BTBL.

- Participating in workshops and conferences related to library services for BTBL clients.
- Directing the BTBL team in providing excellent customer service.
- Overseeing the production of publications and media products.
- Overseeing the management and operation of the automated system for circulating materials to clients, reader advisory functions and controlling the BTBL inventory.

Minimum Qualifications:

- MLS from an ALA accredited graduate program
- Three to four years increasingly responsible and varied professional library experience, such as managing a small library or a subordinate section of a major library
- At least one year supervisory experience

Desirable Qualifications:

Knowledge of:

- The Library of Congress National Library Service for the Blind and Physically Handicapped concerning service to eligible clients, its policies, procedures and operations.
- Team building and an ability to develop collaborative and cooperative efforts within the work unit, CSL, and with other agencies and organizations.

Ability to:

- Make sound, independent decisions consistent with CSL's mission and objectives
- Actively promote the CSL's vision and values.
- Survey and assess client library information needs
- Develop services to respond to client library information needs that result in customer satisfaction.
- Direct the work of the public services team to ensure that services meet clients' needs.
- Communicate clearly and effectively both verbally and in writing.

Application Process:

For information about the application process and benefits, or to receive a copy of this announcement in an accessible format, please contact:

California State Library,
Human Resources Services, Room 215,
P.O. Box 942837, Sacramento, CA 94237-0001.

pmsmith@library.ca.gov

916/651-8341

The California State Library is an equal opportunity employer.

